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4-17-1998

## DOC 1998-05 Technological Advances and Process Changes

University of Dayton. Common Academic Program Committee

University of Dayton. Student Academic Policies Committee

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### Recommended Citation

University of Dayton. Common Academic Program Committee and University of Dayton. Student Academic Policies Committee, "DOC 1998-05 Technological Advances and Process Changes" (1998). *Senate Documents*. 93.  
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## **PROPOSAL TO THE ACADEMIC SENATE**

**TITLE:** Technological Advances and Process Changes

**SUBMITTED BY:** Academic Policies Committee and Student Academic Policies Committee

**DATE:** April 17, 1998

**APPROVED BY:** Academic Policies Committee  
and Student Academic Policies Committee

**ACTION IS:** Consultation

**REFERENCE IS:** Faculty Handbook, Pg. 48

### **DESCRIPTION OF PROPOSAL:**

The various process changes made possible by technological advances have been reviewed by the committees. These recommendations set up procedures that will enable the committees to remain involved in the planning and implementation.

TO: Executive Committee of the Academic Senate

FROM: Academic Policies Committee and Student Academic Policies Committee

DATE: April 13, 1998

RE: Proposed Technological Advances and Process Changes to the Office of the Registrar

The Academic Policies Committee (APC) and the Student Academic Policies Committee (SAPC) have considered the five technological advances and process changes to the Office of the Registrar proposed in the January 1998 memo from the Office of the Provost. R. Huff, P. Martin, C. Munoz, and T. Westendorf attended an APC meeting on February 19 meeting, and provided additional information pertaining to current plans for implementing the proposed changes. E. Gustafson attended this meeting as a representative of the SAPC. The following recommendations reflect both the proposals outlined in the January 1998 memo from the Office of the Provost and the additional information presented to the committees at the February 19 meeting. When the recommendations designate the APC as the point of contact with committees or offices within the university, the APC will share information received from those sources with the SAPC. The APC and SAPC will continue to coordinate their efforts with regard to the proposed changes.

The following provides a summary of each proposed change and the committees' recommendations:

**1. Touchtone Grade Reporting**

*Summary of Proposed Change:* Immediate access for students to obtain their grades via use of a touchtone telephone. Students would be required to enter their Social Security Number and Personal Identification Number to gain access.

*Recommendation:* The committees recommend that this change be approved, and make the following recommendations: (1) graduate students might serve as the population for any pilot study of touchtone grade reporting that is conducted prior to full implementation of this system; and (2) all essential information from the current printed copies of grades, including the semester GPA and the cumulative GPA, should be available to students via the touchtone system. The committees also recognize the importance of a printed copy of grades, and recommend that this be made available to students in a convenient manner.

**2. Electronic Grade Submittal**

*Summary of Proposed Change:* All faculty would submit grade sheets through electronic means versus the current method of using grade scan sheets. Faculty would also receive class rosters (including student e-mail addresses) and updates through electronic means. Further expansion would

include “electronic grade books.”

*Recommendation:* The committees recommend approval of this change if the following conditions are met: (1) the option to submit grades through either electronic or current hard-copy modes should be made available to faculty members during an initial transition period; (2) the electronic grade submission system should demonstrate sensitivity to human-computer interaction considerations and the data entry burden imposed by the grade submittal task; and (3) faculty with relevant expertise (e.g., human-computer interaction) should be included as members of the committee/group that is tasked with evaluating the software, procedures, and interfaces under consideration for use in electronic submittal of grades. The APC requests ongoing liaison with the Office of the Registrar as these considerations are addressed and progress is made in moving toward electronic submittal of grades. If all of the foregoing conditions cannot be met, the committees recommend that the issue of electronic grade submittal be reconsidered by the Academic Senate before such a system is adopted by the University.

### 3. **Eliminate Add/Drop Signature**

*Summary of Proposed Change:* Students would still need to meet with their advisor, but after initial consultation and “sign-off” by the advisor, the student would be able to add/drop courses without an advisor’s signature. Of course, restrictions would still remain in place (i.e., students on probation, special status, drops during and after the “W” date, permission and closed classes, drops below full-time, etc.). This process is already in place on a limited basis in all the deans’ offices prior to the start of each term. Phase two of this process change would be to eliminate the required signatures on the registration form (Students would still need to meet with their advisor). Phase two would lead to undergraduate phone and web registration for all students.

*Recommendation:* Based on information provided during the February 19 meeting, the committees understand that the issue of the elimination of faculty signatures from Add/Drop forms has been put on hold for the present. The APC requests ongoing liaison with the Office of the Registrar and the Advisory Report and Student Information Committee (ARSIC) as progress is made in formulating a recommendation on this issue, and expects to be consulted when a final recommendation about this issue is forthcoming.

Phase two of this project would permit Web registration for all undergraduate courses. The committees understand that the current goal is implementation of such a system for the Fall 1999 course registration period. One element of such a system will be electronic approval of student registrations by faculty advisors. This approval will simply indicate that the student is approved to register, and will not include a listing of courses that have been approved by the advisor. The committees recommend that students be made aware that it is their responsibility to register for proper courses to ensure satisfactory progress toward graduation. Students will not be permitted to register until advisor approval has been given. A limited test of this element of the proposed system will be conducted this semester to evaluate a version of the electronic approval process. The APC requests ongoing liaison with the Office of the Registrar and the ARSIC as plans progress for

possible implementation of such a system, including a report of the feedback received from the faculty and students who participate in the test this semester. Faculty and student feedback is considered essential, because faculty and student reactions to the system should play a central role in shaping the revised registration process. It is anticipated that student feedback may be provided through the faculty advisors who participate in the test. The committees recommend that final approval of Web-based registration for Fall 1999 courses require that any substantial problems that arise during the current test be successfully addressed by the electronic registration procedures that are ultimately adopted. The question of whether the proposed system will provide a hard copy, an electronic copy, or no copy of the final registration to the faculty advisor should be addressed by the Office of the Registrar.

#### **4. Expand Course Section Information on the Web**

*Summary of Proposed Change:* Currently, course section information can be viewed one department at a time on the Touchnet system. We want to expand the flexibility of the system so students and faculty can define what they wish to view (viewing one specific course to viewing all courses).

*Recommendation:* The committees recommend that this change be approved.

#### **5. Registration Analysis on the Web**

*Summary of Proposed Change:* Analysis reports which are currently sent weekly to departments, deans, and VPs would be put on the web and updated daily. This would be similar to what Enrollment Management does with Admissions Reports.

*Recommendation:* The committees recommend that this change be approved.